

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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April 6, 2004

FROM: **DAVID H. SLAUGHTER**, Director
Real Estate Services Department

CATHY CIMBALO, Director
Department of Children's Services

**SUBJECT: REQUEST FOR PROPOSALS FOR THE DEPARTMENT OF CHILDREN'S
SERVICES IN SAN BERNARDINO**

RECOMMENDATION: Rescind the request for proposals (RFP) approved on December 2, 2003 and authorize the Director of Real Estate Services Department (RESA) to re-issue the RFP for the lease of 25,000 square feet of office space for the Human Services System's (HSS) Department of Children's Services (DCS) in the San Bernardino area for a term including options not to exceed twenty years.

BACKGROUND INFORMATION: DCS is responsible for investigating reports of child abuse and neglect, monitoring and placing children in foster care, and providing services to minors. DCS currently leases space at 396 N. "E" Street in San Bernardino, which consists of 19,873 square feet of office space and 13,678 square feet of storage space for closed files. The closed file space located in the basement cannot be converted to usable office space due to the low ceiling height, nor can the site be reconfigured or expanded. The lease, which expires August 31, 2005, has two two-year options to extend the term.

On May 14, 2002, the County Administrative Office approved Capital Improvement Program Request No. 02-28 (CIP) submitted by HSS for DCS. The CIP requested 25,000 square feet of office space in the San Bernardino area. On December 2, 2003, the Board approved and authorized the Director of RESA to issue an RFP to procure the requested office space in the San Bernardino area. RESA received five proposals from three individual proposers. Two of the three proposers have informed RESA they are unable to secure the properties that were submitted and on which build-to-suit facilities would have been constructed. Because there is now only one proposer, HSS, DCS, and RESA agree that the RFP should be re-issued to best serve the interests of the County and ensure the competitive procurement of a leased facility in accordance with County Policy 08-02-01SP.

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Criteria to be considered in the selection process will include cost, location, public accessibility, length of term and termination language. The sample contract included in the RFP package includes language that allows DCS to terminate the agreement, but proposers will be requested to submit proposals that contain prices with and without the termination clause. DCS requests occupancy by June 1, 2005 with a preferred lease term of ten years with two five-year options. The RFP is on file with the Clerk of the Board.

REVIEW AND APPROVAL BY OTHERS: This item has been reviewed by County Counsel (Fiona Luke, Deputy County Counsel, 387-5474) on March 17, 2004; HSS Administration [Lynne Fischer (387-2447) and Kristin Letterman (388-0330), Administrative Analysts] on March 17, 2004 and March 25, 2004, respectively; and the County Administrative Office (Daniel R. Kopp, Administrative Analyst, 387-3828) on March 25, 2004.

FINANCIAL IMPACT: There is no cost associated with the issuance of the RFP. Upon review of the RFP responses, recommendations and the financial impact will be presented to the Board. Monthly lease payments will be paid from the Rents budget (AAA RNT) and reimbursed from the HSS Administrative budget (AAA DPA), which is 90% federally and state funded with the remaining 10% funded by a combination of Social Services Realignment and County general funds.

SUPERVISORIAL DISTRICT: Fifth

PRESENTER: David H. Slaughter, Director, 387-7813

MDC 387-7816
bas 387-7830